

**CONNECTICUT DEPARTMENT OF**

**CORRECTION  
JOB OPPORTUNITY**



**LIBRARIAN**

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** Candidates must be on the current examination list or lateral transfers.

**Location:** Corrigan-Radgowski Correctional Center  
986 Norwich-New London Turnpike, Uncasville, CT

**Hours:** 1<sup>st</sup> Shift, Monday -Friday

**Salary:** \$64, 284.00 (Annually)

**Position:** 00036944

**Closing Date:** June 10, 2015

**Eligibility Requirement:**

Candidates must have applied for and passed the Librarian exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Minimum Qualifications Required- Knowledge, Skill, Ability:**

Knowledge of principles and practices of library science including classification systems, reference sources and techniques, acquisition, cataloging and filing; knowledge of library administration principles and practices; considerable oral and written communication skills; interpersonal skills; some supervisory ability.

**Example of Duties:**

Performs a full range of professional library duties including acquisition, classifying, reference and programming; responsible for daily operation of a library; evaluates and selects library material for acquisition and discard; plans and conducts workshops and special programs; writes grant proposals and solicits donations;; compiles statistics and writes reports; performs related duties as required.

**General Experience:**

Six (6) years of experience in library work including acquisition, cataloging, circulation, and reference.

**Preferred Experience:**

- Preferred candidate will have experience working with a culturally diverse population or an at risk population.
- Candidate will be able to work independently with minimal supervision.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. Master's degree in library science from an ALA accredited program may be substituted for the General Experience.

**Special Requirement:**

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit the requested documents as follows;

1. Cover letter,
2. Application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)
3. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf)
4. Resume,
5. Two (2) letters of professional references from current and/or previous supervisors. Current State Employees must submit (2) most recent performance appraisals in lieu of references.

**Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered.**

**PLEASE MAIL APPLICATIONS TO:**

**Department of Correction**

**Recruitment Unit**

Attention: Heather DiMauro

24 Wolcott Hill Road

Wethersfield, CT 06109

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*